DRAFT
INFORMATION TECHNOLOGY BOARD (ITB)
MINUTES

March 6, 2014

Members or Designees present:
Shelia Hogan, Chairperson, Department of Administration; **Ron Baldwin**, State of Montana
CIO, Department of Administration; **Susan Fox**, Legislative Services Division; **Scott
Darkenwald**, Department of Justice; George Parisot for **Pam Bucy,** Department of Labor and
Industry; **John Tubbs**, Department of Natural Resources **Jennie Stapp**, Montana State Library;
Stuart Fuller for **Richard Opper**, Department of Public Health and Human Services; **Beth
McLaughlin**, Supreme Court; and **Edward Buttrey**; Senate District.

Guests present:
Jim Gietzen, Office of Public Instruction; **Sandra Barrows**, Barrows Consulting; **Scot
Conrady,** Legislative Audit; **Kris Wilkinson,** Legislative Audit; and **Michael Sweeney**,
Department of Administration.

SITSD Attendees:
Tammy LaVigne, Lynne Pizzini, Kyle Hilmer, Warren Dupuis, Anita Bangert, Kris Harrison, Irv
Vavruska and Cindy Petersen

Call to Order - Shelia Hogan
Chairperson Hogan called the meeting to order at 10:02 a.m., welcomed the Board and audience
to the March Information Technology Board meeting.

Action Items
Minutes Adoption – December Meeting Minutes- Sheila Hogan
Chairperson Hogan informed the Board that the December 10, 2013 meeting minutes have been
approved. The motion passed unanimously.

State CIO Comments:
- Mr. Baldwin reported to the Board that the State Strategic Plan was reviewed by the
  Governor's and is now posted on the DOA SITSD website located at: State of Montana
  2014 Information Technology Strategic Plan. The Agency IT Plan Template has also
  been posted and is located at: Agency IT Plans. SITSD will provide support to agencies
  as needed. If assistance is needed, please contact Kyle Hilmer at 444-5476. We are taking
  each agency into consideration for their uniqueness.
- Agency IT Initiative Supplements are a component in the plan and IT projects should
  meet one or more of the following criteria:
  o An EPP item for IT spend
  o A budget of $500,000 or more whether or not it is an EPP item
  o An IT initiative with a budget of $100,000 or more and also comprises 25% or
    more of the Agency's IT budget whether or not it is an EPP item

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> o An IT project or initiative that impacts other agencies or has the potential for an enterprise-wide impact
> > • Deadline for agency submission is April 16

The initiative supplement is extremely important:
- This is the vehicle to assemble information required for the state IT planning and budgeting process for IT investments
- This document is used to complete the MBARS IT Project model
- It fulfills statute requiring all new IT investments included in the executive budget to be included in the approved agency IT plan
- New investments are not limited to new budget requests; they also include IT investments funded from existing agency base budgets
- By statute, initiative supplements will be reviewed by SITSD in coordination with OBPP
- In the long-range HB2 subcommittee hearings, the type of questions and information requests asked by legislators about IT projects included in HB10 can be answered by the information contained in these documents.
- Mr. Baldwin stated that he plans to meet agency CIOs throughout the Agency IT Planning process to offer guidance in any way he can.

CIO Vision for Montana.gov Portals – Ron Baldwin and Audrey Hinman
Mr. Baldwin introduced Audrey Hinman, Application Technology Services Bureau Chief. He informed the Board that Ms. Hinman is in the process of working on Enterprise level technology capabilities that are going to allow government to share information more efficiently and be more effective in how information is correlated and made available to the public and satisfying the Governor's initiative in transparency.

Ms. Hinman presented information about the State CIO Vision. Mr. Baldwin is going to have three primary supporting portals under the big umbrella of Montana.gov; our official state website.
- Transparency.mt.gov – shows the public's desire to have information about what stewards are doing in state government. The transparency.mt.gov site went live in 2013 and shows the State of Montana checkbook as well as employees pay information. US PIRG (Public Interest Research Group) finished doing the most current evaluation in late January 2014; the report will be published in April.
- Business portal – currently in the development stage for the Governor's Office of Economic Development. This will be the one-stop place where businesses can go to learn how to start a business in Montana or expand their business including other business related information. Business.mt.gov will go live during the month of May 2014.
- Data Portal – another project currently in development. The link will be: data.mt.gov. This is where you would see data sets supporting the other portals. It's where citizens and business are looking for state data or may want to look at a specific data set to make decisions based on their business needs.
- State of Montana managers and employees can share data amongst themselves internally across agencies. 50% of information is used by state employees the other 50% for Montana citizens to meet transparency and data requests. Each data set has meta data explains that data set. The primary users are state employees, the 2nd is scientists, 3rd the

media for reports and articles on how government is doing. The 4th group is businesses and how they can better their businesses.

- o [Technical architecture](#) – how it all works with the data portal. It is a cloud based service. Customers will be able to run reports on the data.

Discussion:
- Senator Buttrey said people have older data. What is happening with the older data?
- Ms. Hinman said there is a different answer for each data set. There is the option to digitize data that is older and put it in the data portal.
- Senator Buttrey asked if it is the agencies job to take their records and digitize or is the plan to look back.
- Ms. Hinman stated that there is software that can be used to help. The information is the agencies data, but we will offer assistance as needed.
- Mr. Baldwin said we are going to leverage data sets coming from analytical sets. There is no better person to do this than the data owner. We are already having discussions with agency directors. We intend to use to its fullest capacity as well as plan on hiring an additional resource that has specialized expertise in this area.
- Director Tubbs – There is also a separate on-going effort on records management that will have a separate job. Is there any indication of what types of data sets are higher priorities for the initial phase? Or which agencies will be first?
- Ms. Hinman – As stated on the bottom of the handout; it says help identify the data sets for the portal that are best candidates and begin the process of prioritizing. When sharing between agencies; only authorized people will be able to see the data because it is secure.
  - o FYI - We are also opening up to county and local government.
  - o FYI - This will also have a mapping capability.
- Ms. Stapp asked if there is any effort to leverage some of the state data already being submitted to the Feds.
- Ms. Hinman said absolutely. The files are already in the format needed.
- Mr. Baldwin added that we look at standards for data and are going to default to federal standards to match against the data in the state.
- Ms. Stapp asked for the need to standardize the data sets.
- Ms. Hinman said that there are certain data fields called common data elements. In order for this work, the fields have to be standardized. We will be asking for fields to be in a common format.
- Ms. Stapp asked within FTM, how is this effort being funded? Are there costs coming back to agencies for sharing data?
- Mr. Baldwin said we are using existing resources for this very purpose. We won't be sending agencies bills unless we are devoting specific resource time on a particular data set. Ideally he would like to see the agencies as partners so we are all contributing resources to make this happen.
- Mr. Peura said that he appreciates opening the horizon for DOR. The vision going forward would be that the biennial report would no longer be astatic PDF document posted on-line. Looking forward to some level of success.
- Ms. Stapp added for agencies. If you do have a report that dates back; there is a chance that MSL digitized it and put into an index able format.

- Ms. McLaughlin stated that the Supreme Court is inundated with requests of court specific records. Are you anticipating having those data mining companies through this portal?
- Mr. Baldwin said that if we have public facing tools, as powerful as Socrata, a benefit we can get is to off load this work to state employees. This tool could provide the vehicle to do that that this portal is intending to do. The Supreme Court is a great example for a first top level candidate for the data portal
- Ms. Hinman informed Ms. McLaughlin that she also would have control of who has access to the data.
- Ms. Fox asked if is there an extra review to make certain that we are protecting the confidential information in records that need to be held. Do we have a way to protect the privacy of people represented in the data?
- Ms. Hinman stated that we sign an agreement with the agencies. Just because we put it in the portal; it's still the agencies data.
- Mr. Baldwin said how and what data is selected, is going to depend on the agreement.
- Ms. Hinman informed the Board that she would be happy to meet and discuss in greater detail.

Electronic Records Management – Anita Bangert and Tammy LaVigne
- Ms. Bangert informed the Board that the purpose of this project is to minimize unwarranted duplication. There are currently 10 imaging systems and one centralized system being used. There is no ability to cross agency references, just imaging. The PMO sent out an RFI with three specifications in five areas (imaging, content management, workflow, records management and eForms) and also asked for record migration and long range strategies. They received 19 responses. Most responses said they could respond and provide full function. When asked about record migration and long range strategies; responders said we should look to have a single strategy in our long range strategy.
- A drafted report is awaiting internal review.

HJR2
- Ms. LaVigne wanted to inform the Board that HJR2, is running parallel to the ERM/ECM Project and was assigned to the Education and Local Government Interim Committee.
  - It provides for a study to investigate electronic records management by state and local governments; and requires that the final results of the study be reported to the next legislature.
  - HJR2 recognizes that the State lacks enterprise policy, planning, and resources to properly archive, maintain, and access state and local government electronic records.

- The ELG endorsed a Work Group composed of agency, local government and school district representatives to make recommendations with regard to HJ2. This workgroup will draft Findings which will be reported to the ELG at their April meeting range from:
- Requiring more coordination and collaboration between IT and Records Management communities;

- Raising records management to a higher priority;
- Clarifying statue
- Providing adequate funding

Currently working on recommendations but more than likely the group will recommend:
- reorganizing the existing public records statute – clarifying and updating definitions and duties;
- Making records management a higher priority
- Ensure that ERM systems are implemented and managed in a coordinated manner at the enterprise level through collaboration between IT and RM communities.

Discussion:
- Director Tubbs asked what the next step is and when it will take place.
- Mr. Baldwin said he and Sheila are having discussions with the budget director and the governor about the next steps including approval to procure in this calendar year.
- Ms. Fox asked if this will be a service in the portfolio for agencies to access.
- Mr. Baldwin said yes and it will be a budgetary item for the next biennium.

Broadband / Connectivity – Kris Harrison
To view the presentation, please click on the following – Presentation.
- Mr. Harrison presented a high level overview of information to the Board on the following areas:
  - Network – showed redundancy and the core network.
    - Most fiber that we use is leased fiber. This doesn't mean they provide the connectivity
    - Efficiency in Government is something that we pride ourselves on.
    - We hope agencies take advantage of the services that we provide.
    - Security is another thing that we provide on our network.
    - Ray Carlson can help you if need access to the monitoring tools regarding bandwidth
    - Other connections may be less expensive than SummitNet, but good luck trying to pass an IRS Audit on security.
  - Video Capability – we have a lot of agencies that take advantage of this successful service. It saves state tax dollars on travel costs.
    - Secure conferencing on and off the network.
  - Infrastructure - future
    - Helping securing funding on Cisco ISE

State Data Centers – Irv Vavruska
To view the presentation, please click on the following – Presentation.
- State Data Centers – Irv Vavruska
  - Current Infrastructure
  - NW Energy Incentive (Phase update)

- We have the opportunity to offer a phase III. If interested, please contact Tammy LaVigne at 444-2589.
- Mr. Baldwin said the incentive received was 300k which will be distributed across the participating agencies.

  o Fully integrated are multiple devices like:
    - RTC
    - VOIP
    - Stay tuned
  o Other interesting sites:
    - Data Center brochure
    - SMDC Prospectus
    - MCDC Prospectus

The Road Ahead/Suggested Topics – Board Members/Open Forum
- IT Enterprise Management
- GIS Enterprise Licensing Agreement
- Social Media
- Security
- Mobile Devices

Discussion:
- Director Tubbs said with policies surrounding social media; How are agencies supposed to use Twitter and Facebook. We need guidance. How does one have a governmental presence instead of personal?

- Ms. Fox stated that her staff want to link to Facebook sites; how does one integrate without getting into trouble.

- Director Tubbs said he is interested in knowing more about the mobile device strategies and continuing processes.

- Mr. Baldwin said he is working on policy and that it would be beneficial to receive guidance from this Board in melding, for instance, security.

- Director Tubbs said he would like to see a report on agency strategic plans.

Adjournment
- Next Meeting – March 06, 2014
- Member Forum - none
- Public Comment - none

If you have any future agenda items, please contact Tammy LaVigne at (406) 444-2589.

- Meeting adjourned at 11:51 a.m.